



November 12, 2002

E/RA:MC

MEMORANDUM FOR: All Employees  
Office of Research and Applications

FROM: Marie Colton *Marie Colton*  
Director, Office of Research and Applications

SUBJECT: Travel Orders  
Standard Operating Procedure (SOP)

Travel Orders are required for all official government travel, regardless of who is paying for the travel or the expenses during duration of the trip.

Travel Order requests for **domestic travel** need to be submitted at least **two weeks in advance** of the proposed date of travel.

**Foreign travel** requests need to be submitted at least **eight weeks in advance**. Time is needed for the package to be routed through the Deputy AA's Office and forwarded on to the NOAA Travel Office. Authorizations requiring visa requests must be sent downtown to the various offices and sometimes these offices are open only 1 or 2 days per week.

It is the Office of Research and Application/Center for Satellite Application and Research policy that secretaries are the travel points of contact. They will complete travel orders, make travel arrangements, and certify that all is done according to travel regulations.

In order to accomplish this most efficiently, your secretary needs your cooperation.

- 1) Inform your secretary of any travel as soon as it is planned.
- 2) Include all pertinent information needed to complete the travel orders and arrangements (i.e., dates, destinations, purpose, accounting information, any special or unusual circumstances, airport and flight preferences.

